

~~ADMINISTRATIVE~~  
**INTERNAL USE ONLY**

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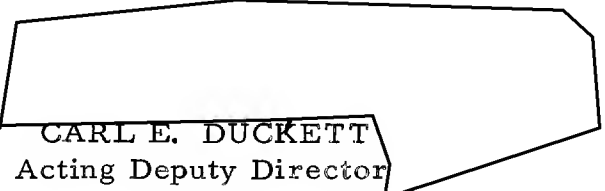
MEMORANDUM FOR: Project Officers

1. The increasing number of technical activities of the Agency, the extension of these activities into many technical fields, and the broad scope projects spanning from applied research to production of operational equipment, have combined to increase the complexity of the administrative and business practices relating to our research, development and engineering. The resulting undesirable administrative burden on the Project Officer has been compounded by confusion resulting from inadequate communication of the necessary procedures for the initiation and management of technical work.

2. With the cooperation of the Office of Logistics, Procurement Division, and the Office of Planning, Programming and Budgeting, we have been able to eliminate duplication of effort and reduce paperwork for contracting to a minimum. This Handbook is designed to improve internal communication and thereby reduce procedural uncertainties in contract activities. Included in the Handbook are guides and checklists which are not applicable to all efforts, but the format, outlines and procedures will save time when required, help to assure completeness, and be generally useful to you as a working tool.

3. The Handbook has been prepared in loose leaf form so we can promptly take advantage of any useful suggestions which will improve the effectiveness of the Handbook as an understandable and authoritative guide in your work. Please familiarize yourself with the Handbook, ask questions about any areas which aren't clear, use and apply the procedures conscientiously, and let me have your comments and recommendations for improvement, so we can develop and establish the most effective and useful practices possible for full application at the start of FY 68.

STATINTL



CARL E. DUCKETT  
Acting Deputy Director  
for  
Science and Technology